

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers **DATE:** March 10, 2003  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT: NEW OUT OF STATE TRAVEL PROCEDURES**

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As of September 30, 2003, the contract with the state's central travel agent expired and was not renewed. Our intent in ending the use of a central travel agent was to allow travelers to book less costly travel via the Internet.

After six months without a Central travel agent, travelers overwhelmingly indicated that cost savings have been offset by the time spent making their own travel arrangements. Flight changes, credits, etc. have proved to be exceptionally difficult without the services of an experienced travel agent. Additionally, some travelers have found it a hardship to use their personal credit card and seek reimbursement at a later time.

Because of the above issues, it has been decided to return to a central travel agent. A Request for Proposal (RFP) is being formalized for this purpose. In the interim, Departments are instructed to use CWT Donovan Travel (Donovan Travel) for their state travel needs.

A Travel Request (A47) signed by an authorized agent will continue to be sent to the Budget Office for approval. The A47 will then be sent to the Controller's Office for assignment of an Authorization Number. When the traveler calls Donovan Travel, he or she will provide them with both the authorization number and the RI-SAIL account number to be charged.

After the RFP has been awarded, the current payment mechanism will be replaced with a departmental centralized "ghost card." (Don't be scared of ghosts!) What this means is the following:

- Each department will have it's own purchase card limited to travel (***airfare, lodging and car rentals ONLY***).
- Each department's name will be embossed on the Card (***not an individual's name***)
- Travelers from departments without a travel purchase card **must** use their own personal credit card and seek reimbursement after the completion of travel. No cash advances will be given.

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- In order to establish your department's centralized ghost card, you must complete the attached spreadsheet and return via email to Joyce Gervasio at [JoyceG@gw.doa.state.ri.us](mailto:JoyceG@gw.doa.state.ri.us)

If you have any questions concerning the "ghost card" or the completion of the spreadsheet you can contact either Maureen Fletcher at [MaureenF@gw.doa.state.ri.us](mailto:MaureenF@gw.doa.state.ri.us) or Joyce Gervasio at the above stated email address.

It is imperative that you provide us with your completed spreadsheet by **April 4, 2003** to assure that your department's "ghost card" is available for the new RFP Vendor.

/hh

CFO:03-45

## APPLICATION FOR DEPARTMENTAL CENTRALIZED "GHOST CARD"

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